

RESIDENCE VISA BY INTRA-FIRM TRANSFER (TTI)

All Criminal Records, Medical Certificates and Civil Registry certificates that have not been issued by a Spanish Authority must be translated into Spanish and apostilled.

All documents must be originals. If you wish to keep the original documents, you must provide a copy them.

REQUIREMENTS:

1. **National Visa Application Form**, duly completed.
2. **One recent passport-size photo** with a white background affixed to the application form.
3. **Valid passport or travel document**, recognized as valid in Spain, with a **minimum validity of one year**.
4. **One photocopy** of the data page of the current passport.
5. **Residence and Work Authorization** for highly qualified professionals (previously filed in Spain by the company) and issued by the Department of Large Enterprises and Strategic Groups of the Ministry of Labor and Social Security (Unidad de Grandes Empresas y Colectivos Estratégicos).
6. **If the applicant is over 18 years of age, Criminal Record Certificate (NBI):** Original and translation of the certificate issued by the **National Bureau of Investigation (NBI)**, apostilled by the **Philippine Department of Foreign Affairs (DFA)**, valid for **six months** from the date of issuance, as well as certificates from any countries where the applicant has resided during the past **five years**, duly legalized by the corresponding authorities.

Note: Other documents may be required.